

GREEN RIVER REGIONAL EDUCATIONAL COOPERATIVE

Get the Picture?! CCR Coach

Job Description

The position of **College/Career-Readiness Coach (CCR Coach)** with the Green River Regional Educational Cooperative (GRREC) is designed to provide school-based support for the implementation of the 2014 Investing in Innovation (i3) grant program, a project funded by the U.S. Department of Education for up to 4 years.

This position will be responsible for daily support of students with disabilities and teachers at the classroom level. The CCR Coach will be an employee of GRREC and the project but will work primarily in assigned high schools and their communities, focusing on two high schools at any one time, while supporting the work in all partnering schools. The CCR Coach will implement the strategies of the project, including modeling, consulting and coaching Career Strategists as they work with students with disabilities based on their self-determined career pathways. The CCR Coach will also support the evaluation, work with the Family Resource Center to ensure resources for students, and make connections to community partners for fieldtrips, shadowing and other experiences.

Qualifications:

- A minimum of a Bachelor degree in student support services and/or college/career access, including but not limited to education, mental health or other areas as well as with training/coursework in family counseling. A Masters degree is preferred
- Experience working in and with schools strongly preferred
- Excellent analytical skills; experience with data collection
- Strong organizational and time management skills
- Strong oral and written communication skills
- Good computer skills with a variety of programs and software, specifically the ability to create word processing and desktop publishing documents, spreadsheets and databases
- Ability to work independently with little direction
- Good interpersonal skills; ability to be a team player and to promote positive public relations on behalf of the project and the organizations involved and on behalf of GRREC

Annual Contract: TBD

Salary: Based on the GRREC Salary Scale (experience-based)

Reports To: i3 Project Director and GRREC Leadership

Performance Responsibilities:

1. Provide ongoing support for assigned high school students, Career Strategists, and Support Team members.
2. Work with individual Strategists to provide ongoing professional learning by introducing, modeling, practicing, consulting and coaching specific strategies.
3. Support the Project Director in planning for and effecting traditional professional learning sessions at the GRREC facility or other locales. Utilize face-to-face PD with educators in the assigned schools using protocols common to the project.
4. Collaborate with other project staff to problem-solve challenges as they arrive.
5. Support the Support Team as they create the individual school pathways, partnerships with area technical colleges and other postsecondary organizations, partnerships with area business/industry, application of resources for students, etc.
6. Work collegially with the Project Director and other CCR Coaches; as part of the CCR Team, contribute to ongoing discussions and practices around improvements in each high school.
7. Work with the assigned high school to implement the school Culture Plan, designed early in Year 1; monitor and report regularly (at least monthly) on the progress of that plan.
8. Communicate regularly with stakeholders about the project.
9. Work with other GRREC staff to integrate other services included in the project as outlined in the proposal (professional development, PGES, etc.).
10. Assure compliance with GRREC internal policies and processes, including all procurement, staffing and contracting policies.
11. Attend regular meetings of the GRREC Board of Directors and participate as requested in the regular meetings with the project Development Team, as outlined in the proposal for funding.
12. Meet with members of stakeholder groups as well as state and federal agencies as directed to ensure full implementation of the project.
13. Facilitate interagency coordination with partners and other agencies.
14. Work cooperatively with the assigned high school to aligning instructional practices with the project, including efforts of the Support Team and school leadership to integrate curriculum and structures specific to the project.
15. Carry out and/or comply with Board policies for general administration of the cooperative such as conducting surveys, compiling statistics and data, preparing and reviewing reports, etc.
16. Build capacity and expertise within the assigned high school, the Youth Services Center, and the community by facilitating the sharing of information and strategies.
17. Promote positive public relations on behalf of GRREC and project partners.
18. Demonstrate ability to perform duties cooperatively and collaboratively with fellow staff members.
19. Perform other duties as identified and assigned by the Project Director and/or leadership.